

23 NOV 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

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SUBJECT: OIS Weekly Report (16-22 November 1983)

Office of the Director

At the behest of the Director, OIS a draft regulation has been prepared for informal coordination prior to establishing Agency policy on designating operational files as exempt from search, review, and disclosure under the Freedom of Information Act. Although the FOIA relief bill on which the draft regulation is based has not yet passed the Congress, OIS wants to be ready for formal Agency-wide agreement when the bill is enacted into law. The draft incorporates the major points of the bill, the SSC report, and the written Committee questions and Agency responses.

Classification Review Division

Chief, CRD briefed the DCI's Security Committee (SECOM) on the problems the special task force is having in locating examples of classified information contained in publications of high-level Government officials who had access to sensitive intelligence material, but had not submitted the publication for clearance prior to printing. He requested their assistance and suggested that the scope be broadened to include lower-level officials as well. One DOD representative indicated a lack of success in a similar exercise earlier this year and another representative suggested a lead that should be investigated. A visit to the Department of State, in the company of a subcommittee of SECOM, is planned for the future to obtain information on leaks involving State personnel/material.

CRD reviewed two manuscripts (ten pages) for PRB, 12 Summaries of Agency Employment (25 pages), and nine miscellaneous documents of 109 pages during the past week.

Records Management Division

The Chief and other members of RMD met with the Directorate Records Management Officers (RMO) to discuss implementation procedures for the new records control schedules, the problem of diminishing storage space at the Agency Archives and Records Center (AARC), and the possibility of setting up an Information Service Center in the Ames Building. The RMOs offered comments and recommendations on these issues and identified related problems.

Two members of RMD attended a Wang new product show where a number of systems of interest to the Agency (as well as DOD) were discussed and demonstrated. One item of major impact was the announcement that Wang is now making its equipment IBM-compatible. This will permit Wang work stations and central processing units to interface with IBM mainframe computers. This development could have a significant affect on the Agency since it would permit one terminal to be used for word and data processing. In addition, a demonstration of the Personal Image Computer was provided showing several applications on how it could be used within the office environment.

The Chief, Information Technology Branch met with the DO Associate Records Management Officer to discuss the formation of a TRIS Users Group which will be responsible for ensuring that all user requirements are taken into account. We plan to provide a letter for DDA signature that requests each Directorate nominate a representative to the group.

AARC personnel keyed 8,224 entries into ARCINS, made nine additions and 13 changes to RAMS, and accessioned 16 jobs involving 158 cubic feet of records.

Regulations Control Division

RCD currently is processing a total of 115 jobs which includes 13 new and revised proposals, 11 issuances in active negotiation and coordination, eight issuances sent forward for approval, ten issuances prepared for publication by P&PD, and 11 issuances published.

An issuance of special interest published this week was the notice informing Agency officials who are authorized to request Official Personnel Folders that the Central Files Section, Transactions and Records Branch (TRB), Office of Personnel will be closed several days prior to and after TRB's move to

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Information and Privacy Division

A separate report is attached.

Attachment:
As stated



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OIS/EXO [redacted] (23 Nov 83)

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